

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, January 12, 2010**

Attendants:

BOARD- Vice President, Brigitte Shearer (B.S.)  
Jim Sell (J.S.)  
Pam Merkadeau (P.M.)  
STAFF- Margaret Glomstad (M.G.)  
Jeff Schwartz (J.S.)

**CALL TO ORDER**

The meeting was called to order at 7:21pm by Board Vice President B.S.

**REVIEW AND APPROVAL OF THE MINUTES**

The minutes of the December 8, 2009 Regular Board Meeting were reviewed and approved as read. The minutes of the December 18, 2009 Special Board Meeting were reviewed and approved as read.

**INTRODUCTION OF GUESTS**

Catherine Palter

**Item Manager's Report D was moved for the Good of the Order**

M.G. informed the Board about the meetings regarding the possible open space donation to the District. The matter will be discussed before the San Mateo County Planning Commission on Wednesday, January 13, 2010 at 9:30am.

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

None

**MANAGER'S REPORT**

- A. Programming-M.G. and J.S. presented information about seasonal programming. A middle school ski trip is scheduled for February 6. EEP is currently at 27 children. The first CERT drill is scheduled for January 24, 2010.
- B. Facilities/Grounds- The pool office had an electrical fire on Sunday, January 10. An electrician has been called in to repair the wiring. An open space walk will take place in the next week.
- C. Administration- The final audit is expected to be completed by the end of the month. Copies will be distributed to the Board.
- D. See above.

**COMMITTEE REPORTS**

- A. None

## **FINANCIAL REPORT**

- A. The Rec. is at 50% of the budget. The Board reviewed the financial report.

## **OLD BUSINESS**

- A. The Board discussed Resolution #2010-01 – A Resolution of the Highlands Recreation District Authorizing the Submission of the Application to the California Infrastructure and Economic Development Bank for Financing of the Child Development, Declaration of Official Intent to Reimburse Certain Expenditures from Proceeds of Obligation, and Approving Certain Other Matters in Connection Therewith. P.M. made a motion to approve Resolution #2010-01 and the motion passed unanimously.
- B. The Board discussed the progress on the repairs to the pool locker room walls. A change order in the amount of \$828.00 was approved by M.G. to furnish and install furring strips at all the studs to increase the thickness of the wall so the tile will overlap the base curb. The anticipated completion date is January 22, 2010.

## **NEW BUSINESS**

- A. Architect Pat Keller of Keller and Daseking requested an increase in the contract about for architectural services for the pool locker room interior finish project in an amount of \$2,935.00. The Board discussed the matter. J.S. made a motion to increase the total architectural costs by \$1,200.00 and the motion passed unanimously. The total cost of architectural fees for the project is now \$3,200.00.
- B. The Board reviewed the architectural drawings for the child development center.
- C. M.G. requested the Simple IRA contribution for the District remain at 2%. J.S. made a motion to have the Simple IRA contribution for 2010 remain at 2% and the motion passed unanimously.

## **PAYMENT OF THE BILLS**

Bills were passed for the Board's review and signatures. Board Member J.S. made a motion to pay the bills and the motion passed unanimously.

## **ADJOURNMENT**

Board Member P.M. made a motion to adjourn the meeting and the motion was passed unanimously. The meeting was adjourned at 9:11pm.

Respectfully submitted,

Margaret Glomstad  
Board Secretary